

<p style="text-align: center;">THE DRUG PREVENTION AND INFORMATION PROGRAMME (2007-2013)</p>

**CALL FOR PROPOSALS 2007 (SPECIFIC TRANSNATIONAL
PROJECTS)**

This call for proposals aims at selecting specific projects to be co-funded by the European Commission. The projects are anticipated to begin from the second half of 2008 and will have a duration no more than three years.

Only new projects will be eligible for support; projects that have already begun will not be eligible for co-financing.

1. WHAT IS THE DRUG AND PREVENTION PROGRAMME

On 25 September 2007, the European Parliament and Council adopted Decision No 1150/2007/EC establishing for the period 2007-2013 the specific programme "Drug Prevention and Information Programme" as part of the general programme 'Fundamental Rights and Justice'.(1)

The EU Drugs Strategy 2005-2012 sets targets for all EU drug-related activities to attain a high level of protection, well-being and social cohesion by preventing and reducing drug use, dependence and drug-related harms to health and society. The EU Action Plan on Drugs 2005-2008 (2) translates these targets into a list of concrete actions to reduce the prevalence of drug use among the population and to reduce the social harm and health damage caused by drugs. This programme will contribute to the achievement of those actions.

2. OBJECTIVES OF THE DRUG PREVENTION AND INFORMATION PROGRAMME

The **general** objectives of the Drug Prevention and Information Programme 2007-2013 are to:

- (a) to prevent and reduce drug use, dependence and drug-related harms.
- (b) to contribute to the improvement of information on drug use; and
- (c) to support the implementation of the EU Drugs Strategy.

The Programme 2007-2013 supports projects and activities associated with the following **specific objectives**:

- (a) To promote transnational actions to:

(1) OJ L257, 3.10.2007, p.23

(2) OJ C 168/EC, 8.7.2005

- set up multidisciplinary networks that can make a clear and specific contribution to achieving the objectives of this programme;
- ensure the expansion of the knowledge base, the exchange of information and the identification and dissemination of good practice, e.g. through training, study visits and staff exchanges;
- raise awareness of the social and health problems caused by drugs use and to encourage an open dialogue with a view to promoting a better understanding of the drug phenomenon; and
- support measures aimed at preventing drug use, including the reduction of drug-related harm and treatment methods, taking into account the latest state of scientific knowledge;

(b) To involve civil society in the implementation and development of the European Union's Drugs Strategy and Action Plans; and

(c) To monitor, implement and evaluate the implementation of specific actions under the Drugs Action Plans 2005–2008 and 2009–2012.

3. 2007 PRIORITY AREAS

All projects submitted must be within the scope of the Drug Prevention and Information Programme 2007-2013 and will be judged against the criteria set out in this call for proposals in Section 6 (see below). In 2007, the European Commission is seeking proposals for projects that address the priority areas described in this call. Applicants should be clear which of these priority categories their proposal addresses.

The following types of projects can be co-funded based on the specific objectives of the programme:

- (a) **Projects aimed at the creation of multidisciplinary networks, the expansion of the knowledge base, raising awareness of the social and health problems caused by drug use and at the prevention of drug use**

Scope: Projects may consist of programmes, studies and research, exchange of best practice, training, study visits, staff exchanges, seminar, meetings, conferences or a combination of these.

Priority will be given to the design and implementation of programmes with a multidisciplinary approach, covering the following areas:

- Prevention programmes on drug use, including poly-drug use, aimed at young people in educational and recreational settings.
- Selective and indicative prevention programmes for young people in vulnerable circumstances and/or who already show risk behaviour regarding drug use.

- Identification and/or development of effective approaches targeting risk behaviour and/ or on the reintegration of problem drug users. , including those in and released from prison
- Identify and further develop successful models and best practice regarding alternative sentencing for drug offenders, including prevention and treatment and with special attention to drug offenders with physical and mental disorders.
- Exchange of experience, transfer of skills and best practice in the field of drug demand reduction, including the reduction of drug-related harms with a third country/countries along the main trafficking routes particularly affected by drugs problems.

(b) **Projects aimed at preventing drug use, including the reduction of drug-related harm and treatment methods, taking into account the latest state of scientific knowledge**

Scope: Projects may consist of studies and research, training, study visits, staff exchanges, meetings, conferences, seminars, or a combination of these.

Priority will be given to projects focusing on the following topic:

- Development of innovative approaches, especially aimed at young people, and including the reduction of drug-related harm.

(c) **Projects aimed at the involvement of civil society in the implementation and development of the European Union's Drug Strategy and Action Plans**

Scope: Projects may consist of studies and research, training, study visits, staff exchanges, meetings, conferences, seminars, or a combination of these.

(d) **Projects aimed at the monitoring, implementation and evaluation of specific actions under the Drugs Action Plans 2005-2008 and 2009-2012.**

Scope: Projects may consist of studies and research, training, study visits, staff exchanges, meetings, conferences, seminars, or a combination of these.

Priority will be given to projects focusing on the following topic:

- Development and exchange best practice in the field of drugs policy and programme evaluation at different levels (local, regional and national).

4. TARGET GROUPS

Youth, women, vulnerable groups and people living in socially disadvantaged areas are groups at risk and shall be identified as target groups. Other target groups include teachers and educational staff, parents, social workers, local and national authorities, medical and paramedical staff, judicial staff, law enforcement and penitentiary authorities, non-governmental organisations, trade unions and religious communities.

5. WHO CAN APPLY?

LEGAL STATUS:

The Drug Prevention and Information Programme 2007-2013 is open to participation by public or private organisations and institutions (local authorities at the relevant level, university departments and research centres) working in the area of information on and prevention of drug use including the reduction and treatment of drug-related harm.

Bodies and organisations which are profit-oriented shall have access to grants under the Programme only in conjunction with non-profit or state organisations. (See 8.2 for a detailed description)

NOTE: Public bodies at national/central level are not eligible for funding from the Drug Prevention and Information Programme 2007-2013.

ORIGIN:

Bodies/organisations from the following countries may submit a project and participate in the actions of the programme:

- the 27 Member States of the EU;
- the candidate countries associated to the EU, as well as the western Balkan countries included in the stabilisation and association process in accordance with the conditions laid down in the association agreements or their additional protocols relating to participation in Community programmes concluded or to be concluded with those countries;(3)
- projects may associate candidate countries not participating in this programme where this would contribute to their preparation for accession, or other third countries or international organisations, not participating in this programme where this serves the aim of the projects.

NOTE: For reasons external to the European Commission, organisations from the EFTA/EEA countries (Iceland, Liechtenstein and Norway) are not eligible for funding under the JLS/DPIP/2007 call for proposals for action grants.

PARTNERSHIP:

Proposals must have a partnership of at least two eligible organisations from two different EU Member States, or at least from one Member State and from one other state which may either be an acceding or a candidate country.

- In each partnership, an **‘Applicant’** (coordinating organisation or lead organisation) must be chosen. This Applicant will submit the proposal for the Commission’s appraisal. The Applicant will be legally responsible for managing the project, coordinating all tasks, liaising with the Commission and managing the budget.
- **‘Partners’ (co-beneficiaries)** are those organisations participating in the implementation of project activities that are eligible for funding. Once the grant agreement has been

(3) i.e.: These countries must have signed a memorandum of understanding in order to participate in the Programme and must have contributed to the Budget of the European Communities.

signed, each partner will be considered as a co-beneficiary and will sign a mandate to assign full legal responsibility to the co-ordinating organisation. The co-ordinating organisation will receive funds from the Commission and will distribute them among the co-beneficiaries;

- **‘Associate Partners’** are those organisations participating in the project on a non-funded basis (from the other participating countries).

All other organisations in the partnership, i.e. Partners (co-beneficiaries) and Associate Partners must complete and sign a partnership declaration, which must be included as part of the application.

NOTE: An applicant may apply for support for several separate projects. In this case, separate applications should be submitted. Only one application is required for each project. In case more than one project is selected for funding, the applicant must demonstrate his technical and financial capacities to implement all of his selected projects. Applicants selected as the project coordinators may also participate as partners (co-beneficiaries) in projects submitted by other organisations.

6. BUDGET AND FINANCIAL ASPECTS

In 2007, the indicative budget available for specific transnational projects is €2.150.000. The Commission’s contribution towards a single project cannot be less than €75,000.

There is no maximum limit, but the amount of co-financing requested and its appropriateness as to expected results will be assessed as one of the award criteria. The Commission will determine the amounts of financial assistance to be awarded, based on the available budget.

The Community’s financial contribution may not exceed 80 per cent of the total direct eligible costs of the action. A minimum of 20 per cent of the total eligible costs must therefore be provided as a cash contribution, either from the applicant organisation and/or partners (co-beneficiaries), or from another donor source. Evidence should be provided by the applicants that the funding is secured, and the applicant must submit budget estimates in Euros, in which revenue and expenditure are in balance. The rules on eligible costs are described in the standard grant agreement.

Contributions in kind are not taken into account in the calculation of the EC co-funding and are not considered as eligible costs.

Project funding is based on the principle of shared costs. If the amount awarded by the Commission is lower than the amount requested by the applicant, it is the responsibility of the applicant to find the additional amount required or to reduce the total cost of the project. Co-financing of a project under the Programme cannot be combined with any other co-financing by another programme financed by the budget of the European Communities.

Selected projects will begin as soon as the grant agreement is signed by both parties. No expenditure is eligible before the starting date of the grant agreement.

As a general rule, the co-funding is provided in two instalments: a pre-financing payment on signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement of the project.

An advance payment of 70 % of the Commission's contribution will be paid within 45 days of the countersignature of the grant agreement. The balance will be paid once the Commission has accepted the final report and financial accounts.

At the time of payment of the balance, the amount granted will be proportionate to the eligible costs of the project and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated costs.

Sums due shall be paid within no more than forty-five calendar days by the Commission. On expiry of the time-limit, the creditor shall be entitled to late payment interest.

Commission grants are attributed for non-commercial purposes only and projects must be strictly non-profit making.

Information and guidance on eligible costs can be found in the guide for submitting a grant application available on the Drug Prevention and Information Programme 2007-2013 website:

http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_en.htm

7. WHAT FORM SHOULD THE APPLICATION TAKE?

Applications must include the following documents to be eligible.

Documents	Comments	Number of copies
Grant Application Form for 2007	Completed by Applicant in WORD (the Commission recommends applicants to submit their applications in DE, EN, or FR)	1 signed original + 2 photocopies + electronic version
ANNEXES (all sets obligatory):		
1. Keywords	Completed by Applicant	1 original + 2 copies
2.a Partner Declaration Form	1 form for each Partner (co-beneficiary) (the Commission recommends applicants to submit their applications in DE, EN, or FR)	1 signed original + 2 photocopies of <u>each</u> Form
2.b Associate Partner Declaration Form	1 form for each Associate Partner (the Commission recommends applicants to submit their applications in DE, EN, or FR)	1 signed original + 2 photocopies of <u>each</u> Form
3. Co-financing Declaration Form	1 form for each source of co-financing <u>other than</u> from Applicant, Partners or Associate Partners [Note that applicants declare their co-financing by signing the Budget Form and partners by indicating a financial contribution on and signing the Partner Declaration Form.]	1 signed original + 2 photocopies for <u>each</u> source of funding
4. Budget Form	Completed in EXCEL [Note that the form is protected and most calculations are automatic]	1 signed original + 2 photocopies + electronic version
5. Staff Cost Analysis Form	Completed in EXCEL (included as separate sheets in the Budget Form)	1 signed original+ 2 photocopies + electronic version
6. Timetable	Completed in EXCEL (included as last sheet of the Budget Form)	3 copies

7. Financial Identification Form	<p>Typewritten, signed and stamped by both the Applicant's legal representative and the bank. The stamp of the bank and the signature of the bank's representative are not required if a copy of a recent bank statement is attached. The signature of the account-holder is obligatory in all cases.</p> <p>http://ec.europa.eu/budget/execution/ftiers_en.htm</p>	1 signed original
8. Legal Entity Form from Applicant and Partners	<p>Typewritten and signed by the legal representative of the Applicant and of by each of the Partners (co-beneficiaries):</p> <p>http://ec.europa.eu/budget/execution/legal_entities_en.htm</p>	1 signed original
9. Declaration on Exclusion Criteria	<p>Completed and signed by Applicant (in DE, EN, or FR) to certify that it is not in one of the situations listed under the Exclusion criteria</p>	1 signed original
10. Applicant's Articles of Association or Statutes, as relevant	<p>This is to allow verification of the applicant's legal status and that it is properly constituted under the law</p>	1 copy
11. Applicant's financial capacity	<p>NOTE: This requirement is not applicable for universities and public bodies.</p> <p>Organisations that on the basis of their national law are not required to lodge the annual balance sheet of the organisation, might submit a bank statement certifying their financial capacity:</p> <ol style="list-style-type: none"> a. Annual financial reports/accounts for the last 3 years available; b. Copy of balance sheet for the last year (closed accounts year); c. copy of "Profit and Loss Account" for the last year; d. "Simplified balance sheet", filled in for 3 years and duly signed (to be completed on the annex enclosed) and e. "Simplified Profit and Loss Account", filled in for 3 years and duly signed (to be completed annex enclosed). <p>[Note that recently established organisations have only to submit (i) the start-up Balance Sheet and (ii) the projection of the "Simplified Balance Sheet" and the "Simplified Profit and Loss Account" covering the period of the project.]</p>	1 copy of each supporting document

12. Curriculum vitae	The curriculum vitae of key staff performing the work in connection with the project is required	1 copy of each CV
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In addition, applicants should submit the following supporting documents, if they exist:

- Certificate of legal registration of applicant organisation;
- List of members of the Board of Directors or executive officers;
- Annual technical/narrative report of the applicant organisation for the previous year;
- Most recent audit report by independent authorised firm of auditors.

8. CRITERIA APPLICABLE FOR ACTION GRANT SELECTION

8.1 EXCLUSION CRITERIA

Potential applicants and partners (co-beneficiaries) may not participate in calls for proposals or be awarded grants if they are in any of the situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the court, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they are currently subject to an administrative penalty imposed by the contracting authority on (i) applicants which are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant application procedure or fail to supply this information; or (ii) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

8.2 ELIGIBILITY CRITERIA

Proposals will be declared ineligible, if they do not respect one of the following criteria. If a grant application is declared ineligible, it will not be considered for evaluation.

- (a) Projects must involve at least two partners (the applicant plus one partner) based in two different Member States or, at least one applicant in one Member State and a partner in another state which may either be an acceding or a candidate country. Profit-making organisations may be accepted as partners if justified by the nature of the action (note that applicants must be non-profit organisations on the basis of their statute.)
- (b) Bodies/organisations from the following countries may also participate in the actions of the programme:
 - the candidate countries associated to the EU, as well as the western Balkan countries included in the stabilisation and association process in accordance with the conditions laid down in the association agreements or their additional protocols relating to participation in Community programmes concluded or to be concluded with those countries (4);
 - projects may associate candidate countries not participating in this programme where this would contribute to their preparation for accession, or other third countries or international organisations, not participating in this programme where this serves the aim of the projects.
- (c) Projects must be submitted by bodies or organisations with legal personality established in the Member States. Applications from natural persons are not eligible.
- (d) The projects must contribute to the achievement of one of the general objectives of the "Drug Prevention and Information" 2007-2013 programme as above in Section 2 and one of the thematic priorities under Section 3.
- (e) Project proposals seeking EU co-funding of less than €75.000 will not be eligible to receive a grant. The maximum rate of co-financing by the Commission is 80%, proposals requesting more than 80% of eligible costs will be considered ineligible.
- (f) The applicant must submit budget estimates in Euros, in which revenue and expenditure are in balance.
- (g) Projects cannot last more than three years.
- (h) There must be no overlap or duplication with other activities, in particular with any drug-related projects financed under other Community instruments such as the Community Programme on Public Health. However, projects may share resources and complement other Community instruments in line with Article 11 of Decision 1150/2007/EC.
- (i) Proposals must clearly state the expected results of the action.

(4) i.e.: These countries must have signed a memorandum of understanding in order to participate in the Programme and must have contributed to the Budget of the European Communities.

- (j) Only requests submitted on the standard request forms signed and accompanied by the annexes required in the call for proposals, will be taken into account. Any alterations made to the form will disqualify the application.
- (k) Requests must be presented within the time specified by the call for proposals.
- (l) The form must be completed in one of the official languages of the EU and must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant.

8.3 SELECTION CRITERIA

In accordance with Article 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, proposals for projects shall be evaluated on the basis of the following selection criteria.

Applicants must show that they have:

- a) sufficient operational capabilities to manage and complete the project (judged on the basis of the data relating to the applicant organisation and its activities in previous years provided in the grant application form and its annexes);
- b) sufficient financial capacities to manage and complete the project (judged on the basis of the applicant organisation's financial results in previous years and of the resources available to it for co-financing the project and for financing all project-related expenditure until the moment of payment of the Commission's contribution).

Only proposals which satisfy the selection criteria will be examined further.

8.4 AWARD CRITERIA

Proposals that are eligible and meet the selection criteria will be assessed by an evaluation committee and they will be ranked on the basis of the following award criteria, with a maximum number of points to be allocated under each criterion as indicated below:

	score
A. Relevance to the EU Action Plan on Drugs 2005-2008 and this programme's objectives and complementarity with other Community activities, avoiding duplication with projects funded by other Community programmes and that of the EMCDDA.	25
B. Quality of the proposed action regarding its conception, organisation, presentation, methodology, expertise, expected results and strategy for their dissemination.	30
C. European dimension: the geographical scope of the project in terms of partners, participants and target group and/or its added value at European level.	15
D. Sustainability of the project: Likely impact of the expected results, measures planned for the dissemination of the results and to ensure adequate follow-up of project outputs.	20

E. Value for money. Amount requested for financial support and its appropriateness as to expected results.	10
Total score	100

Once the evaluation procedure is completed, including receipt of the Programme Committee's opinion and the Commission's decision, the Commission will inform each applicant of the final decision taken, including reasons for rejection, and of the next steps. The Commission will then set in motion the procedures necessary for preparation of the grant agreement (including dialogue with the applicant concerning any necessary technical and financial adjustments as well as procedures relating to expenditure commitments).

9. HOW AND WHERE TO SEND THE GRANT APPLICATION FORM

The forms necessary for the grant application, its annexes and the guide for submitting a grant application can be accessed and downloaded from the Drug Prevention and Information Programme 2007-2013 website at the following address:

http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_en.htm

For reasons of efficiency, the Commission strongly recommends applicants to submit their applications in English, French or German.

- Send applications to the address given below by **14 April 2008**.
- The envelope must be clearly marked "**Application under the Drug Prevention and Information Programme 2007-2013 – Specific Transnational Projects Call 2007**".
- Grant Application forms sent by e-mail or by fax will **not** be accepted.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery at the address below. If a private messenger service is used - including express courier services - the application must arrive before 16.00 hrs CET on the day of the deadline. The date of receipt will be noted by the Commission. In the case of hand-delivery, a signed and dated certificate of receipt issued by the Commission will be given to the deliverer. In the case of applications arriving by post, the postmark will attest to the date sent.

By registered mail (postmark + time 16.00 hrs. CET)	OR	By hand or messenger service (16.00 hrs. CET)
European Commission DG Justice, Freedom and Security Unit JLS/C/4 LX 46 07/122 B-1049 Brussels Belgium		European Commission CENTRAL MAIL DEPARTMENT (Registered post) Att: DG JLS/C/4 Avenue du Bourget, 1 B-1140 Brussels (Evere) Belgium

Where to get further information

Directorate General Justice, Freedom and Security website:

http://ec.europa.eu/dgs/justice_home/index_en.htm

The Drug Prevention and Information Programme website:

http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_en.htm

Specific questions about the call for proposals may be sent to:

JLS-DRUGS-PROGRAMME@ec.europa.eu

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the Drug Prevention and Information website (FAQs document).

The evaluation process will most probably take place in the third quarter of 2008. Note that projects selected for funding will indicatively start in the last quarter of 2008.

The standard grant agreement is available on the website of the DPIP.